

Bartlett City Board of Education		3020
Descriptor Term: EMERGENCY PREPAREDNESS PLAN	Descriptor Code: Support Services	Issue Date: 07/24/2014
	Rescinds:	Revised: 10/25/2018 07/25/2024

1 The Superintendent shall be responsible for developing, maintaining and acquiring Board
2 approval of a comprehensive District school safety plan and building level school safety plans (the
3 Emergency Preparedness Plan) regarding crisis intervention, emergency response, emergency
4 management, and cyber security. The Emergency Preparedness Plan shall include procedures
5 for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes, or other
6 severe weather, medical emergencies, and cyber-attacks.¹

7 The Principal of each school shall implement emergency preparedness drills which shall be
8 approved by the Superintendent. When appropriate, such drills shall be held in conjunction with
9 emergency response agencies.

10 **FIRE AND SAFETY DRILLS**

11 The Principal shall be responsible for ensuring that one (1) fire drill requiring full evacuation is
12 held every thirty (30) school days, with two (2) fire drills to be conducted within the first thirty (30)
13 full days of school. Additionally, four (4) fire safety educational announcements shall be conducted
14 throughout the school year.²

15 The Principal or his/her designee shall regularly check the quantity, locations, and conditions of
16 the fire extinguishers and shall provide all school personnel instructions on how to properly use
17 fire extinguishers.

18 The Principal shall also ensure that three (3) additional safety drills are given during the school
19 year.³ Two (2) such drills must cover earthquakes. The drills may cover inclement weather,
20 earthquakes, armed intruders, or other emergency drills that do not require full evacuation. A
21 record of all fire or safety drills, including the time and date, shall be kept in each school's main
22 office and shall be maintained for a period of five (5) years.

23 The Superintendent shall work with the Bartlett Police Department to develop a procedure for
24 identifying the cause of any fire alarm activation. This procedure must be implemented by January
25 1, 2025 and shall be reviewed and updated annually thereafter.⁴

26 **ANNUAL DRILLS⁵**

27 The Principal shall ensure that the school safety team conducts each of the following type of drills
28 annually:

- 29 1. Armed intruder drill in coordination with local law enforcement.

¹ TRR/MS 0520-1-3-.03(15)

² T.C.A. §68-102-137(b)

³ T.C.A. §68-102-137(f)

⁴ Public Acts of 2024, Chapter No. 563

⁵ T.C.A. §49-6-807

- 1 2. An incident command drill; and
- 2 3. An emergency bus safety drill.

3 **MEDICAL EMERGENCIES/PANDEMIC FLU⁶**

4 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall
5 cooperate and consult with the Shelby County Health Department, Tennessee Department of
6 Health, and other Bartlett emergency or healthcare providers in protecting students and the
7 community from further infection. The Superintendent shall develop procedures for health
8 emergencies in accordance with state law.

9 **AED/CPR DRILLS⁷**

10 The BCS School Health Coordinator shall manage a program for the use of automated external
11 defibrillator (AED) in BCS schools by ensuring compliance with the laws relative to training, a
12 written plan for use, notification, and maintenance and testing of devices. The written plan for
13 AED use shall comply with T.C.A. §68-140-404.

14 The BCS School Health Coordinator shall conduct annual AED and CPR training for all school
15 personnel. The training shall include:

- 16 1. Instruction on the use of AEDs;
- 17 2. Information on the location of the AEDs;
- 18 3. Information regarding the school's response plan; and
- 19 4. Information identifying the school response team.

20 The Principal of each school shall conduct an annual CPR drill and AED drill for school personnel
21 to practice the use of these life-saving measures and to evaluate the school's preparedness in
22 the event of sudden cardiac arrest.

23 The Principal of each school shall also conduct a CPR and AED drill so that students are aware
24 of the steps that must be taken in the event of a medical emergency that requires the use of an
25 AED.⁸

26 **REMOTE LEARNING DRILLS⁹**

27 At least once each school year, the District shall conduct a remote learning drill to ensure that
28 schools, students, and parents can easily transition from in-person learning to remote learning.
29 The drill shall accurately reflect the District's plan for transitioning students to remote learning in
30 the event of a disruption to school operations.

31 Students shall not be asked or required to exclusively transition to remote learning at any time
32 during the remote learning drill.

⁶ T.C.A. §49-6-30004; T.C.A. §49-5-404

⁷ T.C.A. 49-2-122; T.C.A. §49-6-1208;

⁸ T.C.A. §49-6-1208

⁹ T.C.A. §49-2-139